

DATE: 23 OCT 1979

National Archives and Records Service

Washington, DC 20408

REPLY TO  
ATTN OF: NND

SUBJECT: Revision to NNDA procedures memo of August 24, 1979

TO: NNDA, NNDG ✓

Project logs are to be created and maintained in each branch and will include the following major divisions and subdivisions:

Systematic Review Logs

802 = Civilian

803 = Military

807 = Pres. Library

808 = Other (i.e. non NN)

\*800= Not used

\*\*805= Not used

Researcher Review Logs

\*801 = FOIA

804 = Mandatory

\*\*806 = Special

809 = Other (i.e. non NN)

Project numbers should be assigned by the Branch Chiefs within each set in the following blocks: #1-50 NNDG, #51-100 NNDA. If more than 50 numbers are needed in any set, NND will allocate a further group of numbers to each branch.

This supersedes the section of NNDA memo of Aug. 24, 1979 re project numbers.

EDWIN A. THOMPSON

Director

Records Declassification Division

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